

LAKE CUMBERLAND DISTRICT HEALTH DEPARTMENT

BOARD OF HEALTH DIRECTORS

JUNE 25, 2013

The Lake Cumberland District Board of Health met on Tuesday, June 25, 2013 at the Russell County Health Department in Russell County, KY.

Green County Judge/Executive Misty N. Edwards, Chairman, called the meeting to order.

Those present were:

Glenda Bagby, APRN – BC  
Barty Bullock, Pulaski County Judge/Executive  
Adlie F. Brown, DMD  
Misty N. Edwards, Green County Judge/Executive  
Dr. Hossein Fallahzadeh, MD  
Lyle Huff, Clinton County Judge/Executive  
Dr. L. Bruce Jasper, DVM  
Dr. Richard Miles, MD  
Terry Phelps  
John Phelps, Jr., Cumberland County Judge/Executive  
Greg Rankin, Wayne County Judge/Executive  
Dr. Marlene Richardson, DMD  
Gary Robertson, Russell County Judge/Executive  
Eddie Rogers, Taylor County Judge/Executive  
Dr. Keith Sinclair, MD  
Sue Singleton  
Dr. Joseph Skipworth, MD  
Dr. Roger Smith, DMD  
Jake Stanton  
Dr. Susanne Watkins, OD  
Rosalie Wright

Doug Stephens, McCreary County Judge/Executive authorized Ms. Rosalie Wright to serve as a proxy. Ann Melton, Adair County Judge/ Executive authorized Green County Judge/Executive Misty N. Edwards to serve as a proxy.

Carol Huckelby confirmed a total of 22 board members/proxies present and a quorum is established.

The members absent from the meeting were:

Sarah Debord  
Ronnie Grant  
Linda Lee  
Joe Silvers  
Doug Stephens  
James Wesley  
Ronald Wright

Staff members present:

Tracy Aaron, Health Education Director  
Melinda Copenhaver, Administrative Services Manager  
Shawn Crabtree, Executive Director  
Sylvia Ferrell, HANDS Administrator  
Jefferson Hickman, Environmental Health Supervisor  
Carol Huckelby, Administrative Secretary  
Leah Jasper, Director Administrative Services  
Jamie Lee, Diabetes Program Manager  
Stuart Spillman, Environmental Director  
Peggy Tiller, Director of Nurses  
Amy Tomlinson, Preparedness Manager  
Janae Tucker, LHN Specialist  
Dr. Christine Weyman, MD, Medical Director  
Laura Woodrum, Nurse Administrator

#### WELCOME

Chairman Edwards welcomed all board members, staff, and guests. Chairman Edwards then asked Honorable John Phelps to give the invocation.

As confirmed earlier, a **quorum was present.**

#### APPROVAL OF MINUTES

Copies from the previous meeting of March 5, 2013 were mailed to each board member for their review prior to tonight's meeting. Dr. Hossein Fallahzadeh moved to accept the minutes. Dr. Miles seconded the motion. **Motion carried.**

## FINANCIAL REPORT

Shawn Crabtree, Executive Director presented the current financial report to the board. LCDHD is projected to end the year with an estimated \$800,000.00 deficit and will be using reserve to cover the deficit.

Current cash surplus through May 2013 of \$164,037.00 but expect \$439,099.78 of 3rd quarter Medicaid Match to come out of June's financials as well as the normal monthly expenditures. LCDHD has now billed KY Spirit for 1.7M. No payment has been made. Assuming about a 33% denial rate, and after the Medicaid Match, we can realistically say we can expect \$763K in revenue when the court case is settled.

Next fiscal year's proposed budget was presented by Mr. Crabtree. Mr. Crabtree explained that he had met with the Budget Review Committee earlier to discuss the proposed budget. It was **their recommendation to present the budget with a 1.2 million dollar deficit and use the agency's reserves in order to preserve jobs and services for an additional year.** Mr. Crabtree discussed some of the reasons for the deficit including the loss of \$268,000 EPSDT outreach funds and the required increase in the employer contribution to the employee benefit package although there were no staff raises included in this budget. While we did receive an increase in some funding it was not enough to offset the loss. Mr. Crabtree also discussed a specific line item added to the budget to include \$32,000 for the promotion of the new online health risk assessment. After the presentation, Mr. Crabtree asked if anyone had any questions. Dr. Fallahzadeh asked about the amount budgeted for IT/Computers. Leah explained the amount projected was to replace only the equipment that needed to be replaced and the remaining was for the unforeseeable equipment expenses that come up during the year. Dr. Fallahzadeh also expressed concern about spending \$32,000 for the promotion of the health risk assessment and the Judges' recommended pursuing other avenues, such as Facebook, radio, and newspapers, to promote the online tool. Concluding the discussion Dr. Fallahzadeh recommended the board approve the budget with the exclusion of the \$32,000 for the promotion of the online tool. Dr. Sinclair seconded the motion. **Motion carried unanimously.**

Mr. Crabtree notified the board that the present auditor, Brown & Dougherty, have a merger agreement with a new firm, Ray, Foley, Hensley & Company, PLLC. **Brown & Dougherty will accompany the new firm on their first audit, and prices will remain the same, at least for this first year.** Per DPH's AFM section, since it is a merger agreement, we do not have to pursue the RFP process. Lyle Huff made a motion to use the new firm. Jake Stanton seconded the motion. **Motion carried.**

Mr. Crabtree discussed the Thirty-two Board Oversight Recommendations from the Auditor of Public Accounts. Each board member was given a disk with the recommendations and was asked to review them for discussion at the next board meeting. One of the Auditor's recommendations is that the Board of Health approves the Executive Director's mileage. Mr. Crabtree requested that the Board give the authority to approve his time, travel and other expenses to the



Chairperson. Terry Phelps made a motion to accept the recommendation. Barty Bullock seconded the motion. **Motion carried.**

#### POLICIES UPDATE

Four (4) policies were presented to the board. The Recreational Vehicle policy (environmental policy) was revised, the other three (3) policies are new. Stuart Spillman asked the board to approve the revised version of the Vehicle Electric Release Policy. The revision will remove the soil evaluation requirement and fee. Amy Tomlinson presented to the board the Significant Events policy which requires there be one log to be kept at the district which records all significant events the health department are involved in. She said this centralized location will make it easier to locate records. Dr. Weyman presented the Medication Administration policy that will ensure patient safety. Dr. Skipworth made a motion to accept the policies. Dr. Miles seconded it. **Motion carried.**

Mr. Crabtree presented the Board Code of Ethics policy. Dr. Fallahzahdeh made a motion to accept it. Judge Rogers seconded the motion. **Motion carried.**

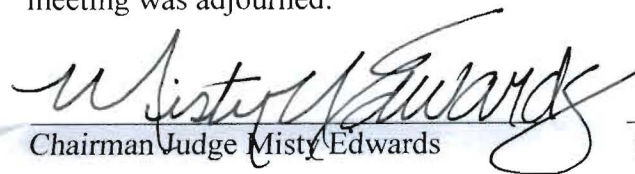
#### DISCUSSION

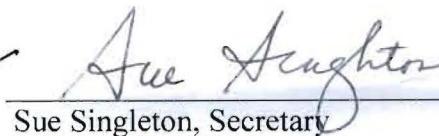
Judge Rogers from Taylor County discussed Taylor County Bike and Walking Trails. He encouraged the Board to look into these for their respective counties.

Judge Huff complimented Stuart on his efforts to assist him with an issue in his county. He encouraged the board to consider strengthening the policies regarding mobile home parks. Stuart will send the board the current regulations and policies for their review.

Next meeting is September 3, 2013 at 7 p.m. EST at Jamestown Health Department

Judge Edwards asked if any other business needs to be addressed. With no other business, the meeting was adjourned.

  
Chairman Judge Misty Edwards

  
Sue Singleton, Secretary

/cah